

*Come work at CDSS where . . .*

## People come First!

*Are you looking for an organization that values you as a person?*

*Do you enjoy doing work that provides valuable information to others?*

*If so, the California Department of Social Services' Child Welfare Data Analysis Bureau is looking for you!*



### EMPLOYMENT OPPORTUNITY

Under the general direction of a Staff Services Manager I, the Research Program Specialist (RPS I) is responsible for advanced analysis of data from the Child Welfare Services/Case Management System (CWS/CMS) needed for support of child welfare programs. The RPS I prepares customized data reports and analyses on performance measures, writes and documents original programming code to develop queries for projects. Technical lead for development, maintenance, and reporting the National Child Abuse and Neglect Data System (NCANDS) data file to the federal government.

Specific Job Assignments includes responsible for the design, development, implementation and documentation of accurate methodologies for responding to federally mandated reporting requirements. Primary technical lead for the National Child Abuse and Neglect Data Systems (NCANDS) code and file submissions. Review and analyze federal NCANDS data reporting requirements, and complete modification programming and processes in response to federal changes and data quality reviews. Develop computer programming for extracting data from CWS/CMS needed for outcome measures and customized ad hoc analyses. May also develop and maintain statistical sampling and survey programs. Interpret and analyze data from CWS/CMS, other administrative data sources, reports, surveys, and special projects to assist program staff with federal monitoring and performance improvement processes. Responsible for programming and research, including developing queries using Structured Query Language (SQL), Statistical Analysis Software (SAS) and other software packages (e.g. Excel, Visio, Access, PowerPoint) . Develop and maintain documentation of business rules, data quality issues and system changes on the Child Welfare Services/Case Management System. Participate in workgroups related to the

**Final File Date: Until Filled**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

**Contact Information: Donald Hamilton**  
[Donald.Hamilton@dss.ca.gov](mailto:Donald.Hamilton@dss.ca.gov)